# **EMERGENCY AND EVACUATION POLICY**

## POLICY STATEMENT:

Macgregor Primary Outside School Hours Care prioritises the safety and wellbeing of the children at all times. We are committed to ensuring that all children and Educators are familiar with and trained in emergency and evacuation procedures. In the event of an emergency, natural disaster, or threats of violence, these procedures will be promptly and efficiently implemented. To promote active participation, Educators will engage children in discussions about possible emergency scenarios and encourage them to devise solutions and ideas for improving the procedures. Macgregor Primary Outside School Hours Care will also provide opportunities for older children to familiarise new children with written emergency procedures regularly before conducting emergency drills, as guided by the My Time, Our Place framework 5.1 and 5.2.

## PROCEDURE:

1. Macgregor Primary Outside School Hours Care will conduct an annual risk assessment, involving Educators and Management, to review and refine emergency procedures in accordance with the Education and Care Services National Law (ECSNL) and Education and Care Services National Regulations (ECSNR).

2. Emergency evacuation procedures and floor plans will be prominently displayed near the main entrance and exit of each room used by Macgregor Primary Outside School Hours Care, as mandated by the Education and Care Services National Regulations (ECSNR, Regulation 97).

3. During orientation, Educators, including relief Staff, will be informed of the emergency procedure and any specific duties assigned to them. Contingency arrangements will be made for duties in the absence of other Staff.

4. Children and Educators will practice the emergency procedure at least once a term in both Before and After school care sessions. Records of Emergency Drills will be maintained, including date, time, and duration, along with any recommendations for improvements.

5. More frequent drills will be conducted when new children join Macgregor Primary Outside School Hours Care.

6. Parents will receive information about the emergency procedure and assembly points in the parent handbook, as required by the Education and Care Services National Regulations (ECSNR, Regulation 102).

7. During an emergency evacuation, no child or Educator is permitted to retrieve personal items from their bags, as this could cause confusion and delays.

8. Macgregor Primary Outside School Hours Care will ensure that appropriate fire safety equipment, such as fire blankets, extinguishers, and smoke detectors, are available, regularly checked, and properly maintained in coordination with the school premises.

9. Educators will only attempt to extinguish fires if they are small, there is no threat to personal safety, and all children have been evacuated from the area.

10. Educators will be vigilant regarding bushfire danger and receive appropriate training on necessary procedures, as per the Education and Care Services National Law (ECSNL, Section 167).

11. Macgregor Primary Outside School Hours Care will establish a liaison with the Local Fire Authority for fire safety advice and training, incorporating it into the emergency procedures.

Example Plan - The evacuation plan will include:

* Clearly mapped out exit routes suitable for all ages and abilities.
* Display of fire extinguisher locations in a public area.
* Identification of a safe assembly point away from the building and emergency services access.
* An alternative assembly area in case the primary one becomes unsafe.
* A list of items to be collected during evacuation and by whom.
* A list of current emergency numbers.
* Allocation of Staff duties during an emergency.

DURING AN EMERGENCY EVACUATION:

* A nominated Educator will announce the evacuation, indicating the location and procedure.
* Another Educator will collect attendance records and parents' contact numbers.
* Emergency services numbers will be gathered.
* A phone call will be made to 000 or other appropriate service, management, and parents, as needed.
* The first aid kit will be brought along.
* Educators will ensure the building and playground are empty and close doors and windows, as far as possible, to reduce fire spread.
* Children will be supervised at the assembly area, and a roll call will be conducted. Educators will be aware of any visitors.
* The nominated supervisor or other Staff will provide information to the arriving emergency service regarding the nature and location of the emergency and any missing individuals.
* Re-entry to the building will only occur after clearance is provided by the emergency service.

ELECTRICAL OUTAGE:

An electrical outage will be treated as an evacuation due to the risk of fire outbreaks, as aligned with the Education and Care Services National Regulations (ECSNR, Regulation 99).

HARASSMENT AND THREATS OF VIOLENCE:

In case of harassment or threats of violence, Educators will:

* Calmly and politely ask the person to leave the area.
* Be firm and clear, prioritising the safety of the children in care.
* Explain that the police may be contacted to remove them if they refuse to leave.
* Call the police if the person remains uncooperative.

In such situations, Educators will use a pre-established code phrase to alert another Staff member, who will be designated to contact the police if needed.

Children will be encouraged to move quickly and calmly to a safer environment, using a predetermined code phrase.

Educators will not attempt to physically remove the individual but will maintain a calm demeanour and wait for the police.

Educators will monitor unfamiliar persons on the premises and engage with them to identify their purpose quickly. If necessary, Educators will contain them outside the Centre until their intentions are clarified.

**Citations:**

* Education and Care Services National Law (ECSNL)
* Education and Care Services National Regulations (ECSNR)

**------------------------------------------------- END DOCUMENT -----------------------------------------------**